

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-32

Date: October 19, 1998
Expiration Date: 12/31/98
69:68:tc

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: SDA ADMINISTRATORS' QUARTERLY MEETING SUMMARY

A summary of the September 11, 1998, Service Delivery Area (SDA) Administrators' Quarterly meeting is attached.

If you have any questions or comments regarding the summary, please contact Ms. Michelle Haakenson at mhaakens@edd.ca.gov or (916) 654-9815.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

SERVICE DELIVERY AREA ADMINISTRATORS' QUARTLERY MEETING

Doubletree Hotel Ontario
Ontario, California
Friday, September 11, 1998

Agenda

8:00 a.m.	Welcome/Hot Topics	Bill Burke – Job Training Partnership Division
8:30 a.m.	One-Stop Co-location	Haven Bays – Operations Support Division
		Chuck Horel – Business Operations Planning and Support Division
		Bill Burke – JTPD
9:30 a.m.	Workforce Investment Act (WIA) and Discussion	Armando Quiroz – Department of Labor, Region IX
		Kathy Sage – Workforce Development Branch
		Brenda Premo – Department of Rehabilitation
		Al Tweltridge – Department of Education
		Representative – California Community Colleges
10:15 a.m.	Break	
10:30 a.m.	Continuation of WIA Discussion	
Noon	Lunch on Own	
1:00 p.m.	Work Opportunity Tax Credit	Theresa Speake – Office of Marketing and Constituent Services
1:20 p.m.	Title III Update	Jim Curtis – JTPD
1:50 p.m.	Open Discussion	
2:30 p.m.	Adjourn	

Service Delivery Area Administrators' Quarterly Meeting Summary

**Doubletree Hotel
Ontario, California
Friday, September 11, 1998**

Welcome/Hot Topics

Welfare-to-Work (WtW) Issues:

Bill Burke provided an update on the 85 percent allocation funds for the formula subgrants. The Job Training Partnership Division (JTPD) is prepared to start releasing funds when the subgrants are received. Liz Clingman added that there has been some language change issues with specific Service Delivery Areas (SDA) which are being worked through. Any questions about this process should be directed to her.

Michael Evashenk reported on the Governor's 15 Percent Special Project Fund Award (see Information Bulletin WB 98-21). The JTPD received 182 applications totaling ten times as much as the available funds. \$23 million was awarded to 24 agencies. Funds will be distributed by September 30, 1998.

An inquiry was made about how SDAs will report WtW information. An information bulletin with copies of forms for WtW enrollment is forthcoming. Initially, enrollments will need to be submitted via a hardcopy format. Enrollment screens for the Job Training Automation (JTA) system will be available by the end of September 1998. Specifications will be released in September on a "bridge" program that will facilitate electronic reporting of data via the existing system.

There was discussion about the possibility of SDAs not receiving referrals from the county welfare offices for enrollments to make performance outcomes. Bill Burke said this issue was discussed in the WtW Advisory Group meeting. He encouraged the SDAs to share their specific problems through the WtW Advisory Group, and JTPD will try to share practical solutions, as they become available.

Another issue raised by the SDAs is the high no-show rate for WtW clients. Some SDA directors reported that the number of WtW clients is dropping significantly, causing them to potentially run out of WtW clients to serve.

The SDA directors asked if there will be a connection between JTA and WtW. Liz Clingman responded that there is no plan at this time. When the Department of Health and Human Services (DHHS) reporting requirements come out, the degree to which they require the reporting of Temporary Assistance for Needy Families (TANF) elements will determine whether consideration is given to connecting with JTA.

Waivers:

A directive will go out this week providing guidance on elective waivers and mandatory waivers. The SDAs were encouraged to let JTPD know which, if any, elective waivers

they want. There was discussion about when the waivers would take effect and if any could be implemented retroactively to July 1, 1998. The JTPD will discuss the performance expectations with the Department of Labor (DOL) based on the number of waivers accepted and how many SDAs opt into optional waivers. Also, Kathy Sage added that waivers would not be implemented until the local public review process has occurred. Following local approval and notification to the state, any necessary changes will be made in the JTA system, and JTPD will notify the SDAs.

One-Stop Co-location

Haven Bays, Operations Support Division and Chuck Horel, Business Operations Planning and Support Division, provided an update on the One-Stop Career Center co-location process. Haven reported that 100 projects are in process now. The EDD has prioritized the projects and has developed a checklist to define issues and needs. A quarterly status report will be sent to all SDAs that will include the estimated lease completion date and the estimated occupancy date. Work teams have been established to look at issues and expedite the process.

Chuck Horel added that the business process to address partnerships and co-locations takes approximately one year. Even with overlapping some of the pieces of the process, it still takes ten months. He requested that the SDAs interact with field office managers early on in the process. All buildings have to be certified as meeting fire safety, earthquake safety, and Americans with Disabilities Act (ADA) requirements. The Governor's order affects all new leases and renewals.

The SDAs said the cost of obtaining certifications for structural safety is falling on the SDAs. Chuck pointed out that the Department of General Services (DGS) requires that the lessor pay for cost of seismic compliance and is in charge of approving the final lease agreement. He asked the SDAs to contact him regarding issues related to the business side of leases (as opposed to the operations issues related to leases). Regarding a comment about the need to readdress the 90-day vacancy allowance, he added that if the Employment Development Department (EDD) administrative process delays occupancy, there is room for negotiation. Rent-related questions should be addressed to Walter Bakke, of Chuck's staff at (916) 654-9180.

Workforce Investment Act (WIA) and Discussion

Armando Quiroz, DOL Region IX, Kathy Sage, Workforce Development Branch; Brenda Premo, Department of Rehabilitation, and Al Tweltridge, Department of Education; participated in a panel discussion on the implications of the WIA.

Kathy Sage summarized the bill that focuses on coordination and cooperation among the agencies responsible for implementation of the WIA. She sees many opportunities to build collaboration at the state and local level. The bill calls for coordination between the workforce investment system and adult education and the vocational rehabilitation and vocational education systems in the state.

The implementation of the WIA depends on when the regulations are completed. The DOL plans to issue planning guidelines by November 1998, with interim regulations to be available by February 1999 and final regulations completed by December 1999. California must be ready to implement the WIA by July 1, 2000.

Local level workforce investment boards have the opportunity to bring in partners for one-stop planning. The WIA requires even more partners in One-Stop Career Centers. There will still be three funding streams: adults, dislocated worker, and youth, with summer youth consolidated in the year-round youth program. The big change is the push for performance and a change in how the states interact with DOL as it relates to performance. There are seven mandatory core measures for performance with additional performance measures that can be negotiated with DOL. States are subject to sanctions for failure to perform at the state level.

Workforce Investment Areas are automatic in single entity areas of 500,000 population or more. If the population is 200,000 or more, existing SDAs may be designated as Workforce Investment Areas if they meet certain criteria which includes meeting performance standards for two years. The SDA directors inquired if the state plans to reduce the number of SDAs in California. Kathy responded that no specific number has been discussed, but with limited resources and the requirements of the WIA, the question has arisen about whether it makes sense to have 52 SDAs in California.

Some issues identified include:

- What criteria will be used for designation for the remainder of the state?
- What will be the parameters for local boards?
- How quickly will WIA issues come to the forefront with the new Governor?
- What kind of body does the Governor want to deliberate on these issues?
- What criteria will be used for the establishment of the Local Investment Areas?
- What criteria will be used to certify local training providers?
- What will be the performance expectations at the state and local level?
- What agreements can we reach about One-Stop Career Centers at the local level?
- How will the Job Training Partnership Act (JTPA) be closed out and transitioned to WIA?

In anticipation of the work associated with the WIA, Kathy reported that a third division has been established in the Workforce Development Branch for transition issues, with staff working in teams with other state agencies. The State Job Training Coordinating Council (SJTCC) will begin holding public forums with other state and local agencies.

Armando Quiroz announced the Enterprise Award for outstanding quality and continuous improvement in the employment and training system to the North Santa Clara Valley Job Training Consortium Private Industry Council (PIC). The Carson/Lomita/Torrance SDA received honorable mention.

Armando talked about a recent retreat he attended which was hosted by the Secretary of Labor and included representation from Health and Human Services, the National Governors' Association, the National Association of PICs, and Congressional representatives. He was pleased that the retreat was bipartisan and the talk centered on the importance of an early start on collaboration with state and local partners. He said the Employment and Training Administration (ETA) plans to take a supportive role in the implementation of the WIA and intends to get the federal partners together to work on the regulations so they mesh. Also, he talked about the ETA's support of technology investment, capacity building for front line staff at the state and local level, and a work first strategy.

Al Tweltridge of the California Department of Education (CDE) provided his view of the WIA legislation, including his concern about significant changes to the adult education portion of the act, which will now be a multi-year grant process. An area of concern for CDE is the requirement for the five-year adult education plan to be submitted one year before the unified plan is due. He said he is glad to see the change in One-Stop Career Centers that requires new partners from the adult education arena. The Special Education Division is looking at the WIA to see what kind of collaborative role they can play with the Department of Rehabilitation. The CDE is committed to working collaboratively with other agencies affected by the WIA to develop implementation strategies and policies that are the best for California.

Brenda Premo, said the Department of Rehabilitation traditionally serves 20 percent of those with disabilities who are potentially ready to work. If waiting lists are composed, they must serve those most severely disabled, as defined by the state, then the severely disabled as defined by Congress. She expects a culture shift in nonrehabilitative agencies with required services to clients with mild disabilities. She sees the report card as an aid in identifying how many clients with disabilities are served through agencies besides the Department of Rehabilitation, as well as a resource for information on how many clients are successful and what programs are working.

The SDAs inquired about the possibility of seeking a waiver for transition costs. Kathy Sage responded that this is one of the first issues that must be addressed.

Work Opportunity Tax Credit (WOTC)

Theresa Speake from Marketing and Constituent Services, EDD, announced that the WOTC has been extended through April 2000 and provided brochures explaining the tax credit. The WOTC provides help to job seekers from specific target groups and employers by providing federal tax credit incentives up to \$8,500. Qualifying hiring categories include ex-felons, vocational rehabilitation, youth, veterans, and food stamp

recipients. She asked for SDA assistance in getting the information to the employer community. Telephone Theresa at (916) 654-9429 for information and marketing tools.

Title III Update

Jim Curtis reported that for Program Year 1997-98 an expenditure rate of 83 percent was achieved through the June 30, 1998, reports for the Title III 40 percent program. He added that Rapid Response funds have been incorporated into the subgrants and can be accessed now. There are \$8 million worth of projects pending the Governor's press release and another \$8 million associated with special initiatives, such as the agriculture program and the veterans program. Once the contracts are fully obligated, there will be about \$2 million left in 40 percent funds.

Open Discussion

Larry Fitch, Issues Chair for CWA, brought up the following concerns regarding the recent youth competencies monitoring. It seems to the SDAs that the sole purpose of the current round of youth competencies monitoring was to invalidate the competencies.

1. Many findings are not systems issues.
2. There were findings where all the paperwork was in place, but a missing signature rendered it invalid.
3. Monitors said they didn't care how CASAS says it should be done, so the system was found invalid.
4. There was a protocol suspension where it was agreed beforehand that monitors would allow correction of deficiencies on site, but then didn't.

Liz Clingman responded by saying the monitoring was not intended as a "gotcha." Specific concerns the SDAs have must be elevated quickly because the performance reporting is due to DOL by September 30, 1998. Her specific responses to the SDAs concerns follow.

1. The review was prompted by monitoring findings on youth outcomes and the goal was to look at systemic issues.
2. There was a commitment on the part of the monitors to be consistent in the decision-making process. Specific issues need to be elevated.
3. With respect to the CASAS checklist, the issue was not with the system, but with the appropriate documentation surrounding that system.
4. They were not using full monitoring protocols for this review because of quick turnaround time. It was agreed that corrections to the files could be done while the monitor was onsite. The JTPD is willing to discuss any concerns related to this issue.

Issues related to the youth competencies monitoring should be elevated to Liz Clingman and/or Jim Curtis and will be resolved as soon as possible.

A concern was raised regarding the Fair Labor Standards Act (FLSA) WtW definition of community service and the payment of wages. Michael Evashenk said JTPD will adhere to the FLSA. The JTPD is working with the Department of Social Services now to prepare clarification of this issue. Information will go out to the SDA community soon.

The meeting adjourned at 2:10 p.m.